

**South Arkansas Community College
Board of Trustees Meeting – Minutes
October 18, 2016, 3:45 p.m., Administration Building Board Room**

Trustees present: Steve Cameron, Veronica Creer, Gary Griffis, Dr. Kermit Parks, and Charlie Thomas

Absent: Patty Cardin, Steve Cousins, and Tasha Sinclair

Via phone: David Ross

Staff present: Dr. Jim Bullock, Benjamin Cagle, Christy Cottrell, Bill Fowler, Caroline Hammond, David Henry, Sherry Howard, Dr. Barbara Jones, Susan Jordan, Dr. Tim Kirk, Robert Norman, Cynthia Reyna, Philip Shackelford, Justin Small, Ann Southall, Carey Tucker, Dr. Stephanie Tully-Dartez, Nancy Whitmore, Ray Winiecki and Dr. Jim Yates

Others present: Brittany Williams (El Dorado News-Times)

- I. Call to Order – Ms. Veronica Creer, vice chair, called the meeting to order at 3:46 p.m.
- II. Public Comment on Performance Contract Financing – Ms. Creer – no questions or comments
- III. Recognitions and Awards – Dr. Barbara Jones – none
- IV. Assessment Report – Highlights of Strategic Plan Outcomes was presented by Dr. Stephanie Tully-Dartez, Chief Institutional Effectiveness and Advancement Officer. Copies were distributed to the Trustees.
- V. Approval of Regular Meeting Minutes – September 20, 2016 – Thomas/Griffis. Board approved.
- VI. Approval of Consent Agenda – Ms. Creer
 - A. Personnel Report was presented by Dr. Jones. She introduced and welcomed SouthArk’s new employees.

SouthArk new employees:

Marcus Tatum	Administrative Specialist II–NEG Grant	September 19, 2016
Christy Cottrell	Foundation Development Assistant	October 3, 2016
Robert Norman	Director of Distance Learning	October 12, 2016

SouthArk promotions/transfers/organizational changes:

Dakota Dawson	from Fiscal Support Specialist-Bookstore to Financial Aid Analyst	October 3, 2016
Brandy Mendoza	from Part Time Surgical Technology Faculty to Interim Surgical Technology Program Director	October 3, 2016
Heather Smith	from Student Advising Coach to Director, Student Advising Coaches	October 3, 2016

SouthArk resignations/retirements/terminations/contract non-renewals:

Robert S. McMillan	Skilled Trades Helper	September 23, 2016
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- VII. Board Committee Reports
 - A. Real Estate/Facilities Committee – Mr. Charlie Thomas – no report
 - B. Personnel/Planning Committee – Mr. Gary Griffis – no report
 - C. Budget/Finance Committee – Mr. Steve Cameron, committee chair, reported that the Facilities and Finance Committees met prior to the board meeting. He presented the following recommendations from the committee:
 1. To approve the Resolution Lease and to amend last month’s board approval of the recommendation for SouthArk to enter into a performance contract with Johnson Controls and financing through Bank of America to a financial *lease* instead of a loan, as requested from Bank of America, N.A. to not exceed the sum of \$2,500,000 and authorizing those listed to sign any documents. Board approved.
 2. Audit review by the Legislative Auditing Committee – 2 findings related to errors made in cash flow calculations in financial statement. Board approved.
 - D. Policy Governance Committee – Mr. Steve Cousins/Ms. Creer – no report
- VIII. Chair’s Report – Ms. Creer
 - A. Board Process and Performance Monitoring – Board is doing well in following their charge.

- B. Association of Community College Trustees (ACCT) Annual Leadership Congress update held October 5-8, 2016 in New Orleans (S. Cousins, V. Creer, Dr. K. Parks, and Dr. Jones attended.)
- C. Arkansas Community Colleges (ACC) Annual Conference update held October 9-11, 2016, Hot Springs Convention Center (Trustees V. Creer and Dr. K. Parks attended.)
- D. State Annual Trustees Conference will be on December 9th from 9 a.m. to 3 p.m. at Pulaski Technical College in North Little Rock. Please notify Susan Jordan if you plan to attend.

IX. Financial Services Report – Mr. Carey Tucker presented:

A. September Monthly Statements

September 2016 highlights included total unrestricted revenue of \$4,363,808, which is 30.89% of the total budget of \$14,125,436. Total unrestricted expenses of \$3,257,239 which is 23.06% of the total budget of \$14,125,436. Total revenues over expenditures at September 30, 2016 were \$1,106,569. Total cash and investments at September 30, 2016 were \$6,282,358.

B. 2015 Audit

C. Conference Center Financial Report – David Henry

X. President's Report – Dr. Barbara Jones

A. Administrative Reports

Vice President for Finance and Administration – Mr. Carey Tucker

Financial Reporting

1. SouthArk received approval from the AHECB to obtain a loan for the Performance Contract. Financing is being finalized with Johnson Controls. The closing date on the loan with Bank of America will be scheduled in October.
2. Refund checks were delivered to students on time.

Human Resources

1. The benefits day for employees has been scheduled for November 7th.

Physical Plant

1. SouthArk maintenance department is starting demolition of the exterior and landscaping has begun on the McWilliams house.
2. The sidewalk in front of the ACAP building has been replaced to meet ADA compliance. Plans are in progress to install a ramp on the property.
3. AMTC plans are being finalized. Engineers are making slight adjustments in plans to increase the number of welding positions for students from 5 to 12.
4. The City of El Dorado agreed to participate and fund the Performance Contract with Johnson Controls to improve the interior and exterior lighting upgrades for the El Dorado Conference Center.

Public Safety and Security

1. Mark O'Neal, Chief of Security, and Heath Waldrop, Coordinator of Marketing and Communications, attended an emergency response forum in Little Rock to begin networking with other colleges and universities on their roles and procedures during emergency situations.

Vice President for Learning – Dr. Jim Yates presented in Dr. Mickey Best's absence:

Career & Technical Education:

1. The annual Manufacturing Day event was held October 4th. There were 10 local industry and workforce vendors who participated. Approximately 225 secondary and postsecondary students attended. Approximately 30 individuals from the community attended the event.

Distance Learning:

1. Blackboard Collaborate was tested with Campus Conversations and worked. This will allow several health occupations faculty, off campus with students, the ability to be participate remotely.

Health & Natural Sciences:

1. Nursing: Decision made to add 8 more students to next year's ARNEC class to bring the total accepted to 40 students.

Liberal Arts:

1. The SouthArk Lecture series began its eleventh year with retired Secret Service Agent Clint Hill and journalist Lisa McCubbin on Thursday, October 13th.

Library:

1. The 20th Anniversary Commemoration Week successfully celebrated the dedication of the past twenty years of the SouthArk Library with a ceremony on September 21st.

2. Upcoming events: “United States of Secrets” documentary film with commentary by Criminal Justice Instructor and Program Director Michael Champion, will be held on Thursday, October 20, 7:00pm. Dr. James Sheppard and Plant Strong Living, Monday, November 7, 7:00pm. Both events are free and open to the public and in the Library Auditorium.
3. A new activity, the SouthArk Showcase, was held that allowed SouthArk faculty and staff to present their original works and talents.

Vice President for Student Services – Dr. Jim Bullock

Higher Learning Commission (HLC)

A two-member review team conducted a “mock visit” on September 26-27 in the ongoing preparations for the HLC team visit scheduled for November 28-29. The team was complimentary of the draft of the Assurance Argument they read, as well as the responses of those who attended the various meetings. In response to the mock visit, the SouthArk administration is making additional revisions to the Assurance Argument in anticipation of submitting the final documents to HLC by October 15.

Student Services Division

1. College and Career Readiness Program (CCRP)

With the launching of the new CCRP on the campuses of the five school districts in Union County (Strong/Huttig, Smackover/Parkers Chapel, Junction City, Parkers Chapel, and El Dorado), SouthArk representatives have been visiting the school board meetings of the respective districts to explain the goals of the program and to introduce the career coaches that are already at work at the schools.
2. Outreach and Enrichment Events:
 1. Manufacturing Day, October 4, East Campus
 2. Job Readiness Workshop, October 11, 10 a.m.-3 p.m., El Dorado Conference and Student Center
 3. Student Forum, October 12, 12:15-1:00 p.m., Library Auditorium
 4. Fall Fest and 2nd annual Senior Day, October 13
 5. College and Community Job Fair, October 18, 10 a.m.-3 p.m., ECC, Murphy II
 6. Union County College Night, October 18, 5-9 p.m., ECC

Chief Information Officer – Dr. Tim Kirk

Enterprise Resource Planning (ERP) upgrade

1. The Jenzabar project is ongoing. SouthArk staff continue to familiarize themselves with Jenzabar EX.
2. IT staff working with module managers to create/customize administrative reports.

Data Center Upgrade

1. OIT staff are reviewing specifications and pricing for the data center upgrade. Part of the ongoing equipment lifecycle, this upgrade will permit OIT staff to decommission 6 year old equipment.

Wi-Fi network upgrade

1. OIT staff continue the process of decommissioning the College’s legacy BlueSocket Wi-Fi network (26 access points are being replaced with new Enterasys units capable of supporting more devices with greater bandwidth).

Chief Institutional Effectiveness & Advancement Officer – Dr. Stephanie Tully-Dartez

Continuing Education

1. SouthArk received notification of the grant award from AARP Foundation for the *Work for Yourself@50+* program.
2. The Occupational Therapy Assistant program at SouthArk is partnering with the ACAP program again this semester. Each Wednesday 2-4 OTA students visit the ACAP classroom and help in whatever capacity needed. The OTA students have helped with mock interviews, test administration, and critiquing speeches.
3. Evers Electric is a new WAGE partner.
4. Donald Lee presented the Manufacturing Skills Standards Council – Certified Production Technician (CPT) program at the SWACCC meeting in Hope, AR.

Director of Foundation and External Funding – Cynthia Reyna

1. The Foundation hosted a reception for the Lecture Series speaker, Clint Hill and Lisa McCubbin on Thursday, October 13th.
2. Evers, Cox and Gober is in the process of conducting the Foundation’s annual audit.
3. Production of the 2016 Annual Report is in progress

- B. Lecture Series Update – Dr. Jim Yates

1. The first of SouthArk's 2016-2017 Lecture Series was held on October 13th. 560 attendees were present to hear the retired U.S. Secret Service Agent Mr. Clint Hill and journalist Lisa McCubbin. Mr. Yates shared a thank you note he received from Ms. McCubbin and Mr. Hill for the gracious hospitality they received while in El Dorado.
2. Tim Ernst will be the speaker on March 9, 2017. [Mr. Ernst](#) a long-time outdoorsman and hiker and is Arkansas' Wilderness Photographer.

C. President – Dr. Jones:

1. HLC QI Report
2. HLC Student Opinion has been received
3. HLC Tentative Agenda for November 28 & 29. Trustees are requested to be available at noon on November 28th to meet with the team.
4. Assurance Argument – final last check
5. Tax millage survey
6. Million Women Mentors kickoff event will be held on Friday, October 21st at the El Dorado Conference Center. Lt. Gov. Tim Griffin will be the keynote speaker.

XI. Executive Session (if required) - none

XII. Announcements

XIII. Adjournment – 4:59 p.m.

Patty Cardin, Secretary